



Department of Planning and Natural Resources VACANCY NOTICE

Position Title : **Federal Grants & Programs Monitor**

Location : **St. Croix District**

Union/Salary Range : **SU-23 \$29,159 - \$31,924**

Deadline Date : **June 21, 2016 – July 5, 2016**

POSITION DESCRIPTION

This is work ensuring that implementation and prescribed activities of federally funded programs are carried out in accordance with established rules, regulations, policies and procedures by the local and federal governments. Federal grants and programs are monitored to ensure administrative efficiency and compliance with federal and local laws and standards. Work is performed under the direction of a higher level officer who assigns duties, and is reviewed for compliance and adherence to established guidelines.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelors Degree in Business, Social Science or any related field, plus at least three (3) years experience working with federally assisted programs.

HOW TO APPLY

Interested applicants please submit a 5086 Transfer/Promotion Form or completed application with the required documentation to the Division of Personnel or contact Celia J. Jackson-Williams, Personnel Relations Administrator at 774-3320 or celia.jackson-williams@dpnr.vi.gov.